

## **SECTION 3.0 - Access**

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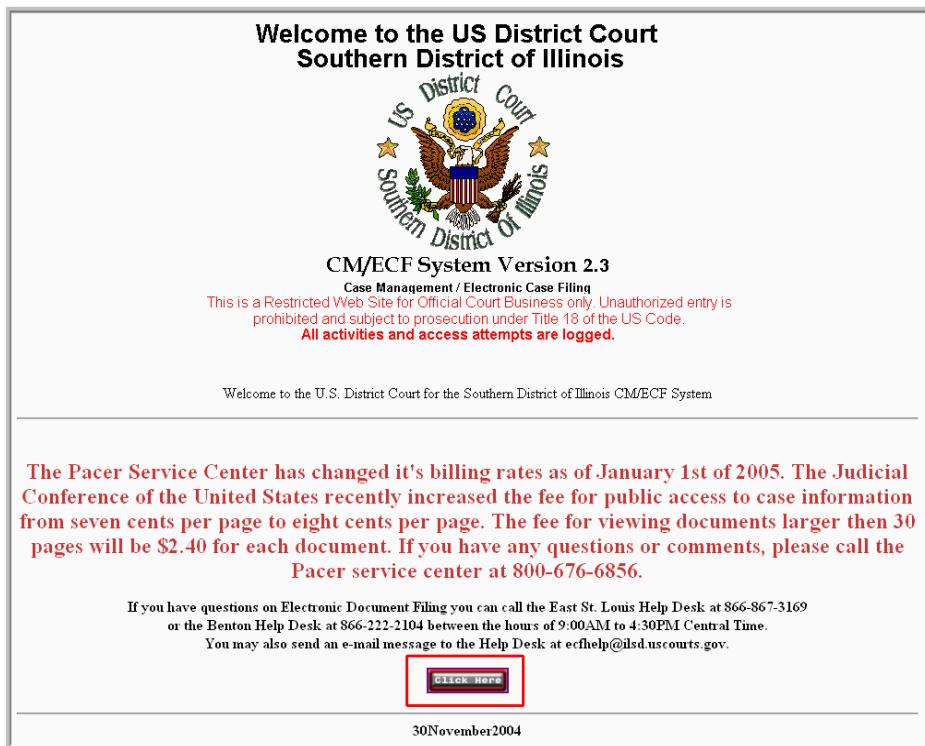
### **Access**

**(See Also *Electronic Filing Rule 3*)**

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

#### **3.1 How to Access the System**

Users can access the system via the Internet at <https://ecf.ilsd.uscourts.gov> or through the court's website at <http://www.ilsd.uscourts.gov> and click "CM/ECF" hyperlink.



3.1 Welcome Screen

**Note:** Users can access the "Training" database at <http://ecf-train.ilsd.uscourts.gov>.

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### **3.2 ECF/PACER Login**

The next screen is the ECF/PACER login screen.

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

CMECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.

3.2 Login

Enter your ECF login and user password in the appropriate data entry fields. Then click the **[Login]** button to transmit the information to the system. All login names and passwords are case sensitive. If an error is made before submission, click **[Clear]**.

- If an invalid combination has been submitted, the system responds with an error message. Click **[Back]** then re-enter your login and password.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.
- The “client code” is utilized by PACER only and is not required for ECF.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

**Note:** The date last logged into the system appears at the bottom of this screen. Please review this information at each login for security reasons. If you believe

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your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 1.6) immediately.



### 3.2 Last Login

- When the **Main Menu** appears, select from the hyperlinked options in the blue menu bar.

### 3.3 Selecting ECF Features



#### 3.3 ECF Menu Bar

- Civil**      Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal**      Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query**      **Query** ECF by specific case number, party name, or nature of suit

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to retrieve documents that are relevant to the case. Login to PACER is required to query ECF.

**Reports** Select **Reports** to retrieve docket sheets and cases-filed reports.

Login to PACER is required to view reports

**Utilities** Select **Utilities** to view the transaction log and maintain personal ECF account information.

**Logout** Select **Logout** to properly exit from ECF and prevent further filing with your login and password.

### **3.4 Manipulating the screens**

Each screen has the following two buttons:

1.  clears all characters entered in the box(es) on that screen; and
2.  or  accepts the entry just made and displays the next entry screen, if any.

**Note:** Frequently it may be necessary to scroll to the bottom of the page to locate the response button.

☞ To select multiple items within a list, hold down the Control **[Ctrl]** key and click once on each item to select. When selection is complete, release the Control key.

### **3.5 Correcting a mistake**

Use the **[Back]** and **[Forward]** buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

